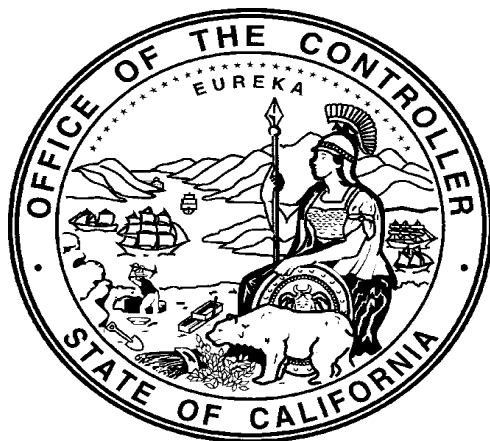


# **OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION**



## **WAGE AND TAX INFORMATION (RETRO, LEGACY TRANSACTION 685 CODE) INBOUND\_062 Interface Information Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	11/02/2010	Samantha Vance	Original Content
1.0	11/02/2010	Khalid Salman Mohammed	Original Content

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## **I. INTRODUCTION**

This is an inbound interface for loading wage and tax data from legacy into the MyCalPAYS System for retroactive corrections. At the point of deployment, MyCalPAYS will not have enough or any historical data prior to the MyCalPAYS conversion date. Any retroactive corrections to employee pay prior to an employee's conversion date must be completed in the legacy system. The legacy system will compute and pay the employee for the retroactive period prior to conversion, include remitting the necessary withholdings. However, all tax reporting must be done from MyCalPAYS. The wage and tax information from the legacy retroactive corrections will need to be reported to the Internal Revenue Service (IRS) from MyCalPAYS for converted employees. As retroactive corrections are completed in legacy, the tax and wage information will be given to MyCalPAYS.

This inbound interface will be used to load wage and tax data from the legacy system for retroactive corrections prior to an employee's conversion date and for employees holding concurrent assignment with CSU. The legacy system will provide a fixed length file with wage and tax data contained in one row and garnishment data for the same employee in the following row, if applicable. SAP will translate the wage and tax data into the appropriate wage types and create the standard IT0221 file format for the standard IT0221 upload process.

## **II. GENERAL INFORMATION**

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

### **III. TECHNICAL INFORMATION**

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is ASCII.
- Server Type: Secure File Transfer Protocol (SFTP).

#### IV. RECORD FORMAT

The template layout of the inbound interface is explained below with details. The templates and sample files are also attached below in this section.

<b>Frequency</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc	<input type="checkbox"/> Weekly <input type="checkbox"/> Annually	<input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Other: _after every legacy payroll run_	<input type="checkbox"/> Monthly
<b>Direction</b>	<input checked="" type="checkbox"/> Inbound			
	<input type="checkbox"/> Outbound			
	<input type="checkbox"/> Both			
<b>Source System</b>	Legacy			
<b>Target System</b>	ECC			
<b>Classification of Data</b>	<input type="checkbox"/> Confidential			
	<input checked="" type="checkbox"/> Sensitive			
<b>Data Volume Estimate</b>	<input type="checkbox"/> One-time: _____ records			
	<input checked="" type="checkbox"/> Recurring: _1- 10,000_ records every __legacy payroll run__			
<b>Scheduled</b>	<input checked="" type="checkbox"/> Automatic			
	<input checked="" type="checkbox"/> Manual (User Started)			
<b>Data Time Period</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Annually	<input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Monthly
	<b>Record Selection Scope:</b>			
	<input type="checkbox"/> New or Changed Records			
	<input checked="" type="checkbox"/> All records			
<b>Selection Method of Records</b>	<input type="checkbox"/> Allow user to select			
	<input type="checkbox"/> Automatic (rules defined below)			
	<input type="checkbox"/> Other: _____			
	<b>Description:</b>			

<b>Deleted Data</b>	N/A	
<b>Future Transactions</b>	<b>Future transactions allowed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Description:</b>
<b>Retroactive Transactions</b>	<b>Retroactive transactions allowed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Description:</b>



**SAP Module:** ECC HCM-Payroll

**Input File Format:** .txt

**Input File Name(s):** Transaction 685

**Frequency:** after each legacy payroll run

**Est. Data Volume:** 350+ records per month

**Number of Upload Files:** 1

Target (SAP) Field Requirements				Mapping Requirements	Source (Legacy) Field Requirements				
SAP Table & Field	Type	Max. Length	Field Description	Mapping Rule	Source Field Name	Type	Max. Length	Optional?	Comments
PERNR	NUMC	9	<b>Personnel Number</b>	See the FS to find the main assignment of the employee	Social Security Number	CHAR	9		
PA0221-BEGDA	DATS	8	Begin Date	Issue date	Issue century	CHAR	2		
					Issue year	CHAR	2		
					Issue month	CHAR	2		
					Issue day	CHAR	2		
				Read all records from the file except the records with value = 2, 3, 4, 7, 8 in this field.	Record Type	CHAR	1		

				<p>For record type = T, Create wage types /601 and /701 records and input this corresponding amount, with Tax Authority = FED. For record type = R, Create a wage type /102 record and input this corresponding amount. <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.</p>					
PA0221-BETRG	CURR	13.2	<b>Amount</b>		Fed Tax Gross	CHAR	9		
PA0221-BETRG	CURR	13.2	<b>Amount</b>	<p>For record type = T, Create a wage type /401 record and input this corresponding amount, with Tax Authority = FED. <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the</p>	Fed Tax withheld	CHAR	9		

				custom table. Please see FS for more details of the custom table.					
PA0221-TAXAU	CHAR	4	<b>Tax Authority</b>	This state code will be used for the state taxes and the SDI tax records load.	State Code	CHAR	2		
PA0221-BETRG	CURR	13.2	<b>Amount</b>	For record type = T, Create wage types /601 and /701 records and input this corresponding amount, with Tax Authority = value from above field 'state code'. <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.	State Tax Gross	NUMC	9		

				Create a wage type /401 record and input this corresponding amount, with Tax Authority = value from above field 'state code' (value from field 6 of this file layout). <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.					
PA0221-BETRG	CURR	13.2	Amount		State Tax withheld	NUMC	9		
PA0221-BETRG	CURR	13.2	Amount	For record type = T, Create wage types /603 and /703 record and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table . Please see FS for more details of the custom table.	EE Social Sec tax Gross	NUMC	9		

PA0221-BETRG	CURR	13.2	<b>Amount</b>	For record type = T, Create a wage type /403 record and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.	EE Social Sec tax withheld	NUMC	9		
PA0221-BETRG	CURR	13.2	<b>Amount</b>	For record type = T, Create wage types /605 and /705 records and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.	EE Medicare tax Gross	NUMC	9		

				For record type = T, Create a wage type /405 record and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.					
PA0221-BETRG	CURR	13.2	Amount		EE Medicare tax withheld	NUMC	9		
				For record type = T, Create wage types /641 and /741 records and input this corresponding amount, with Tax Authority = tax authority sent in field 6 of this file layout. <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.					
PA0221-BETRG	CURR	13.2	Amount		EE SDI tax Gross	NUMC	9		

PA0221-BETRG	CURR	13.2	<b>Amount</b>	<p>For record type = T, Create a wage type /441 record and input this corresponding amount, with Tax Authority = tax authority sent in field 6 of this file layout.</p> <p><b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.</p>	EE SDI tax withheld	NUMC	9		
PA0221-BETRG	CURR	13.2	<b>Amount</b>	<p>For record type = T, Create wage types /604 and /704 records and input this corresponding amount, with Tax Authority = FED</p> <p><b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.</p>	ER Social Sec tax Gross	NUMC	9		

				For record type = T, Create a wage type /404 record and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table . Please see FS for more details of the custom table.				
PA0221-BETRG	CURR	13.2	<b>Amount</b>		ER Social Sec tax withheld	NUMC	9	
				For record type = T, Create wage types /606 and /706 records and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table . Please see FS for more details of the custom table.				
PA0221-BETRG	CURR	13.2	<b>Amount</b>		ER Medicare tax Gross	NUMC	9	



				For record type = T, Create a wage type /406 record and input this corresponding amount, with Tax Authority = FED <b>Special Case:</b> For other record types, the wage type corresponding to the record type will be obtained from the custom table. Please see FS for more details of the custom table.				
PA0221-BETRG	CURR	13.2	<b>Amount</b>		ER Medicare tax withheld	NUMC	9	
				Ignore	Filler	CHAR	54	

## V. FILE DEFINITIONS

The inbound file will be sent from the Legacy to MyCalPAYS which will be transformed to SAP format and be loaded into MyCalPAYS. The below is the details on the field definitions on the inbound file.

	BEGIN	END	LENGTH	NO	NAME	(MAX 18 CHARS)	DESC	1ST	2ND	3RD	4TH	5TH	6TH
7TH													
	1	200	200	1	MCP-PAYROLL-INTERFACE-REC		GROUP						
	1	9	9	2	MCP-PR-SOCIAL-SECURITY-NUMBER	X(9)	DISP						
	10	17	8	2	MCP-PR-CHECK-ISSUE-CDATE		GROUP						
	10	11	2	3	MCP-PR-CHECK-ISSUE-CC	XX	DISP						
	12	17	6	3	MCP-PR-CHECK-ISSUE-DATE		GROUP						
	12	13	2	4	MCP-PR-CHECK-ISSUE-YR	XX	DISP						
	14	15	2	4	MCP-PR-CHECK-ISSUE-MO	XX	DISP						
	16	17	2	4	MCP-PR-CHECK-ISSUE-DAY	XX	DISP						
	18	18	1	2	MCP-PR-INTRFC-REC-TYPE-IND	X(1)	DISP						
				88	MCP-PR-INTRFC-REC-TYPE-TAX		VALUE 'T'.						
				88	MCP-PR-INTRFC-REC-TYPE-RET		VALUE 'R'.						
				88	MCP-PR-INTRFC-REC-DLNQNT-SUP		VALUE '2'.						
				88	MCP-PR-INTRFC-REC-FED-TX-LVY		VALUE '3'.						
				88	MCP-PR-INTRFC-REC-STATE-TX-LVY		VALUE '4'.						
				88	MCP-PR-INTRFC-REC-REG		VALUE '7'.						
				88	MCP-PR-INTRFC-REC-STDNT-LOAN		VALUE '8'.						
				88	MCP-PR-INTRFC-REC-LIFE-INS		VALUE 'C'.						
				88	MCP-PR-INTRFC-REC-401K		VALUE 'D'.						
				88	MCP-PR-INTRFC-REC-TSA		VALUE 'E'.						
				88	MCP-PR-INTRFC-REC-457B		VALUE 'G'.						
				88	MCP-PR-INTRFC-REC-MILEAGE		VALUE 'L'.						
				88	MCP-PR-INTRFC-REC-MVNG-EXPS		VALUE 'P'.						
				88	MCP-PR-INTRFC-REC-BAS-BAQ		VALUE 'Q'.						
				88	MCP-PR-INTRFC-REC-ERN-INC-CRD		VALUE 'S'.						
				88	MCP-PR-INTRFC-REC-FRNG-BNFT		VALUE 'U'.						
				88	MCP-PR-INTRFC-REC-DEP-CARE		VALUE 'V'.						
				88	MCP-PR-INTRFC-REC-FLEX-BNFT		VALUE 'W'.						
				88	MCP-PR-INTRFC-REC-FLEX-HB-RMB		VALUE 'X'.						
				88	MCP-PR-INTRFC-REC-FLEX-PK-RMB		VALUE 'Y'.						
	19	200	182	2	MCP-PR-RETRO-SHARING-DATA		GROUP						
	19	110	92	3	MCP-PR-EMPLOYEE-TAX-INFO		GROUP						

19	27	9	4	MCP-PR-EE-FED-TAX-GROSS	ZZZZ9.99-	AN-EDIT
28	36	9	4	MCP-PR-EE-FED-TAX-WITHHELD	ZZZZ9.99-	AN-EDIT
37	38	2	4	MCP-PR-EE-STATE-CODE-1	X(2)	DISP
39	47	9	4	MCP-PR-EE-STATE-TX-GRS-1	ZZZZ9.99-	AN-EDIT
48	56	9	4	MCP-PR-EE-STATE-TX-WHLD-1	ZZZZ9.99-	AN-EDIT
57	65	9	4	MCP-PR-EE-SOC-SEC-TAX-GROSS	ZZZZ9.99-	AN-EDIT
66	74	9	4	MCP-PR-EE-SOC-SEC-TAX-WHLD	ZZZZ9.99-	AN-EDIT
75	83	9	4	MCP-PR-EE-MED-TAX-GROSS	ZZZZ9.99-	AN-EDIT
84	92	9	4	MCP-PR-EE-MED-TAX-WITHHELD	ZZZZ9.99-	AN-EDIT
93	101	9	4	MCP-PR-EE-SDI-TAX-GROSS	ZZZZ9.99-	AN-EDIT
102	110	9	4	MCP-PR-EE-SDI-TAX-WITHHELD	ZZZZ9.99-	AN-EDIT
111	146	36	3	MCP-PR-EMPLOYER-TAX-INFO		GROUP
111	119	9	4	MCP-PR-ER-SOC-SEC-TAX-GROSS	ZZZZ9.99-	AN-EDIT
120	128	9	4	MCP-PR-ER-SOC-SEC-TAX-WHLD	ZZZZ9.99-	AN-EDIT
129	137	9	4	MCP-PR-ER-MED-TAX-GROSS	ZZZZ9.99-	AN-EDIT
138	146	9	4	MCP-PR-ER-MED-TAX-WITHHELD	ZZZZ9.99-	AN-EDIT
147	200	54	3	FILLER	X(54)	DISP
19	200	182	2	MCP-PR-RETRO-RETIREMENT-DATA		GROUP
				REDEFINES MCP-PR-RETRO-SHARING-DATA		
19	45	27	3	MCP-PR-RETIREMENT-INFO		GROUP
19	27	9	4	MCP-PR-GROSS-SUBJ-RETIREMENT	ZZZZ9.99-	AN-EDIT
28	36	9	4	MCP-PR-RETIREMENT-WITHHELD	ZZZZ9.99-	AN-EDIT
37	200	164	3	FILLER	X(164)	DISP
19	200	182	2	MCP-PR-RETRO-GARNISHMENT-DATA		GROUP
				REDEFINES MCP-PR-RETRO-SHARING-DATA		
19	26	8	4	MCP-PR-GARN-EFFECTIVE-CDATE		GROUP
19	20	2	5	MCP-PR-GARN-EFFECTIVE-CC	XX	DISP
21	26	6	5	MCP-PR-GARN-EFFECTIVE-DATE		GROUP
21	22	2	6	MCP-PR-GARN-EFFECTIVE-YR	XX	DISP
23	24	2	6	MCP-PR-GARN-EFFECTIVE-MO	XX	DISP
25	26	2	6	MCP-PR-GARN-EFFECTIVE-DAY	XX	DISP
27	35	9	4	MCP-PR-GARN-ORGNL-AMOUNT	ZZZZ9.99-	AN-EDIT
36	44	9	4	MCP-PR-GARN-DEDUCTION-AMOUNT	ZZZZ9.99-	AN-EDIT
45	200	156	3	FILLER	X(156)	DISP
19	200	182	2	MCP-PR-RETRO-TAX-AFF-DCTN-DATA		GROUP
				REDEFINES MCP-PR-RETRO-SHARING-DATA		
19	27	9	3	MCP-PR-TAX-AFF-DCTN-INFO		GROUP
19	27	9	4	MCP-PR-TAX-AFFECTED-DCTN-AMT	ZZZZ9.99-	AN-EDIT
28	200	173	3	FILLER	X(173)	DISP

**VI. LEGACY VS. MyCalPAYS FIELDS**

<b>Legacy</b>	<b>MyCalPAYS</b>
Record type	Wage type

**VII. FIELD VALIDATION**

<b>Field</b>	<b>Required</b>	<b>Validations</b>
SSN	<b>X</b>	Check if the SSN is there in MyCalPAYS for loading the record.